



COUNCIL AGENDA: 05/17/05

ITEM: 2.4

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: William Sherry
James R. Helmer
Katy Allen

SUBJECT: SEE BELOW

DATE: May 12, 2005

Approved

Date

5/13/05

Council District: Citywide

**SUBJECT: AGREEMENT WITH CARTER & BURGESS INC. FOR THE
DEPLOYMENT OF BENTLEY'S PROJECTWISE SOFTWARE SUITE AT NORMAN
Y. MINETA SAN JOSE INTERNATIONAL AIRPORT**

RECOMMENDATION

Approval of an agreement with Carter & Burgess Inc. for consultant services to develop and deploy the ProjectWise Program for design and construction project management at the Norman Y. Mineta San José International Airport for the period June 1, 2005 to June 1, 2006 in a total amount not to exceed \$240,000.

BACKGROUND

The City is in the process of implementing a major Capital Improvement Program at the Norman Y. Mineta San José International Airport that will be ongoing for the foreseeable future. ProjectWise is software that will primarily be used as a project coordination, communication and overall project management tool for the design, construction, and maintenance of the new Airport facilities and infrastructure.

ProjectWise is an enterprise level software solution that will integrate the Airport's newly developed standards and procedures for computer aided design and drafting (CADD), and Airport specific surveying. This software will also provide for an intranet accessible record drawing repository to be used by designers, and maintenance and operations personnel. This software suite is a complete package that will support the implementation, maintenance, and operation of Airport facilities over their life. A more detailed listing of the functionality and users of the software is attached as Exhibit 1 for your reference.

Sole Source:

The Airport is working closely with General Services in order to complete the Brand Name and Proprietary Procurement process. It is anticipated that a General Services Agreement for the procurement of the ProjectWise software will be presented to city council at a later date.

Information Technology Planning Board (ITPB):

Informational presentations were given to the ITPB on December 16, 2004 and on January 20, 2005. At the December meeting, the ITPB directed further study on the usefulness and compatibility of the proposed software with the needs of other CSAs. A City wide survey was conducted and it was determined that the proposed software is both compatible and expandable to meet the needs of other users in the City when desired.

ANALYSIS

There are many features of the ProjectWise software that will increase productivity by providing tools to users to more effectively manage facility information. It incorporates the newly developed CADD Standards and establishes a clear channel of communication to all participants (designers, plan reviewers, construction personnel, and facility management). It includes a built-in "audit tracking" tool that will allow the Airport to keep better track of plan submittals during the design process. This software solution keeps track of the "who, what, and when" information when changes are made to project files, and will allow for global rollbacks if needed. ProjectWise is web enabled and will allow users the ability to view, review, make comments, and review comments made by others on project drawings by simply using their internet browsers. Finally, this software program will store electronic documents and record drawings for intranet distribution.

Summary of Proposed Consultant Services

Upon the approval of the proposed consultant agreement, the scope of services will address the following items.

- Discussion workshops will be held to identify the current work process and documented standards to determine how the Airport can work more efficiently using ProjectWise.
- The Consultant will work closely with the City's Information Technology Division staff and the ProjectWise vendor to ensure that required components are ready for installation process.
- The Consultant will provide oversight to ensure the entire system is set-up and working correctly as a "turn-key" system upon completion.
- The Consultant will assist staff to import existing drawings and data into ProjectWise.
- The Consultant will provide a ProjectWise software system as-built and the operation and maintenance procedural manuals for the various components.
- The Consultant will provide customized ProjectWise Training.

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RFQ and Consultant Selection Process

A Request For Qualification was posted on the Norman Y. Mineta San José International Airport website on December 8, 2004 and closed on January 12, 2005. Two firms, Carter & Burgess, Inc. and Universal Consulting Engineers, submitted their Statement of Qualifications (SOQ's) and both firms were asked to participate in an oral interview on February 7, 2005. Upon the completion of the interview process, the Selection Committee recommended Carter & Burgess, Inc.

COMPLIANCE WITH LOCAL PREFERENCE ORDINANCE

The City's Local Preference Ordinance (Municipal Code Chapter 4.06) requires that the City obtain three competitive proposals, if practicable, on all professional services contracts with a payment amount exceeding \$5,000. For professional services contracts where price is not the determinative factor, proposers that qualify as local business enterprises are to be given a credit equal to five percent of the total points used to determine the most advantageous proposal to the City. Local businesses enterprises that also qualify as small business enterprises are to be given an additional credit equal to five percent of the total points used to determine the most advantageous proposal to the City.

Carter Burgess qualified as a local business. Universal Consulting Engineers did not apply for local or small business credit.

OUTCOME

Upon the approval of this proposed consultant agreement, the consultant will assist the City with the deployment, documentation, and training of the ProjectWise software suite as a turn-key application.

PUBLIC OUTREACH

Not Applicable

COORDINATION

This item has been coordinated with the Finance Department, Information Technology Department, Public Works Department, the City Attorney's Office and the City Manager's Budget Office.

Departmental Outreach:

Informational surveys were conducted to determine the level of benefit other departments may gain from the ProjectWise software solution. This survey was given to individuals at various

levels in each organization to gain a wide perspective on its usefulness. The results of the survey show:

- The Information Technology Department found this software solution to be in compliance with currently accepted Enterprise Level software.
- Two departments, the Airport and Public Works, would greatly benefit from this type of software solution. The Department of Transportation found the product to be useful but would only implement this type of tool once being used widely by others within the City.

An additional informational presentation was given to the City's GIS Technical Advisory Committee (GIS-TAC). The group concurs with the value of the ProjectWise software solution and found it to be complimentary to currently use GIS and CADD software products used throughout the City.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$240,000
2. COST OF PROJECT:

Agreement	\$240,000
TOTAL	\$240,000
3. SOURCE OF FUNDING: 527 – Airport Renewal and Replacement Fund
4. FISCAL IMPACT: This recommendation is consistent with the Council-approved Mayor's Budget Strategy, General Principles #5, "We must be open to alternative ways to deliver services through appropriate community partnerships, public-private partnerships and by outsourcing or bringing services back in-house to be delivered by city staff." The proposal has been reviewed and was determined to have no significant adverse impact on the General Fund operating budget.

BUDGET REFERENCE

Fund #	Appn #	Appn Name	RC #	Total Appn	Amt for Contract	Adopted Budget 2004-2005 Page	Last Budget Revision (Date, Ord. No.)
527	4007	Advanced Planning	121273	706,000	240,000	V-96	2/8/05 Ord. No. 27350

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CEQA

Resolution Nos. 67380 and 71451, PP 05-081

Frank Kirkbride

for

WILLIAM F. SHERRY, A.A.E.

Director of Aviation

Airport Department

James R. Helmer

JAMES R. HELMER

Acting Chief Information Officer

Information Technology Department

Katy Allen

KATY ALLEN

Director of Public Works

Public Works Department

Attachment

EXHIBIT – 1: ProjectWise Functionality and Anticipated Users

This software solution will help the Airport in three major areas:

1. CADD Management
2. Design/Construction Project Management
3. Record Drawing Distribution

The Master Plan Team is in need of a project management toolbox that will improve their productivity, coordination, and overall organization. This program suite is a complete package that will serve numerous purposes throughout the life cycle of all Airport facilities. Below is a list of expected benefits and anticipated users.

CADD Management & Project Drawing Management

- Organization of all project drawings & reference files
- Drawing check-in/check-out (internal staff & consultant)
- Workflow management (internal staff & consultant)
- Redline & comment tracking
- Integrate, Edit, and View both MicroStation and AutoCAD
- Audit Trail that logs all actions made to all files
- Stores & Manages file versioning that shows change overtime and can roll files back
- Incorporate SJC Standards
- E-mail notification
- Easy administration & user friendly
- Web based distribution
- Search engine
- Metadata collection (data about the data)
- Project close-out & digital signature

Record Drawing Storage, Protection, Retrieval & Distribution (web based)

- Search engine
- Easy data entry
- Easy linkage to raster image (tif, jpg, other)
- Easy administration & user friendly
- Display large and small plots that maintain the correct scale
- Clean display of aerials and orthophotos
- No obtrusive plug-in

Other

- Complete management control (security, user access rights, internal/external staff status)
- Compatible with Windows 2000, Internet Explorer 5.5 or higher
- Direct connection to Oracle 9
- 2-D and 3-D capabilities
- Open architecture in order to integrate with other applications

Anticipated Users

USER	CADD Management	Design/Construction Project Management	Record Drawing Distribution
SJC CADD Manager	YES	YES	YES
SJC Program Manager		YES	YES
SJC Project Captains		YES	YES
Design Reviewers		YES	YES
Design Consultant & Subs	YES	YES	YES
Building Contractor & Subs	YES	YES	YES
SJC CADD Users	YES		YES
Airport Department	YES		YES
City Departments			YES
Emergency Response Teams			YES